Delivery note management

This function is activated with the Proshop/merchandise management module.

Purchases of goods should be entered in PC CADDIE in as much detail as possible. Delivery note management is used to accurately record each delivery note. Incoming goods can therefore be processed correctly and can be tracked here at any time. Even if you no longer have the original delivery notes from your suppliers at a later date, you can always find the essentials here.

To process your delivery notes, first select the relevant account area, e.g. **PROSHOP** or **SALES**.

Kontenbereiche	×
CLUB GASTRO OP PROSHOP UMSATZ VERZEHR	✓ <u>O</u> K ★ <u>A</u> bbruch
Archivbereiche anzeigen (F2)	

To do this, click on the yellow button in the icon bar

or select in the menu Select sales/account area menu, select the appropriate area.

Entering suppliers

In preparation for delivery note management, your suppliers are created as persons in PC CADDIE. Please read the chapter create new, edit, delete

Entering the delivery notes

To enter the delivery notes, use the menu item **Article/Delivery note management.**

In the "Delivery notes" window, select a delivery note that has already been entered and edit it using *Edit*. Or you can enter a new delivery note via *Create new delivery note* and *Edit*

ieferscheine			×
Wählen Sie eine	n Lieferschein zum	Bearbeiten aus:	<u> B</u> earbeiten
Datum Lieferant	Nummer	Bemerkung	
22.12.06 Amer Sports GmbH, H.	581	RE NR: 4503368720	
31.12.06 Titec	582	RE NR: 587 1309	
01.01.07 ILLER Pharma GmbH	584	RE NR: 22016	
01.01.07 Salomon Taylor Made	585	RE NR: 11205533	
01.01.07 Salomon Taylor Made	586	RE NR: 11205537	🔀 <u>E</u> nde
01.01.07 Salomon Taylor Made	587	RE NR: 11205535	
16.01.07 Acushnet GmbH, Herr	588	RE NR: 690890	
16.01.07 Silverlline	589	RE NR: 270210	
19.01.07 Silverlline	590	RE NR: 270251	
23.01.07 Albrecht Golf Verlag	591	RE NR: 180591	
29.01.07 HAAS Handelsvertret.	592	RE NR: 1001001	
29.01.07 Albrecht Golf Verlag	593	RE NR: 180725	
24.01.07 Salomon Taylor Made	594	RE NR: 11205979	
31.01.07 Salomon Taylor Made	595	RE NR: 11520214	
31.01.07 Golfstore Group AB	596	RE NR: 266684	
01.02.07 NIKE GOLF, Peter Sp.	597	RE NR: 6221108285	
31.01.07 Salomon Taylor Made	598	RE NR: 310107	
01.02.07 HAAS Handelsvertret.	599	RE NR: 1002028	
02.02.07 Amer Sports GmbH, H.	600	RE NR: 4503561771	
03.03.07 Bogner GmbH & Co.KG	602	RE NR:	
20.02.07 good leg shoes GmbH	603	RE NR 10121	
23.02.07 Amer Sports GmbH, H.	604	RE NR: 4503599546	
08.02.07 Amer Sports GmbH, H.	605	RE NR: 4503571274	
21.02.07 Amer Sports GmbH, H.	606	RE NR: 4503593860	
01.06.11 Mizuno, Timo Muster.	1017	RG 266666 🧹 🖌 🖌	
03.08.11 Mizuno, Timo Muster.	1022	Rg Nr. 12345 🧹 🛛 🔍 🔤	
03.08.11 Brax, Gundula Muste.	1023	12675 🖌 🖌 📕	
>>> Neuen Lieferschein erfassen <<<			

The new delivery note is displayed:

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inter details from delivery note (2	2)		×
Date: 1 15.10.2019 Supplier: 3	N <u>u</u> mber: 2		 ✓ <u>OK</u> ➢ Print F8 ☑ Quit
Add new article	0		
Art no No	PP Article name		
8 Total	0.00 9 10		
🔶 New article F9 📀	Edit F7 🗙 Delete	F5	
(🥝 Сору (article out of another order	F6	
Back to supplier => book as o	outgoing 11		
Update this article information by Update ∇ <u>P</u> urchase <u>Sale</u>	els 12 saving: es 🔽 ID, Order no, Barcode 13		
<u>A</u> ttachm:		83.4	

- 1. Specify the date of the delivery note.
- 2. The number is automatically assigned consecutively and sorted accordingly (even if the date is not chronological).
- 3. Select the relevant supplier using the list button on the right.
- 4. You can read the description entered here in the list of delivery notes, e.g. the invoice number or a note such as "Pre-order gloves" is useful here.
- 5. An additional field for further information.
- 6. The status "recorded". This can be changed to "checked", "paid" or "error"; the corresponding symbol is then directly visible in the overview.
- If the delivery is a new item, click on the list function button on the right and then on *New*to create a new item. (see also the chapter create new, edit, delete)
- 8. If the delivery relates to an existing item, click on *New article*to select the correct one.
- 9. If you are editing an existing delivery note, select *Edit*to make any changes or *Delete*to delete the article access completely.
- 10. When editing existing delivery notes, select **Delete**to delete the item receipt completely.
- 11. If it is a return, with which a goods issue is to be booked, please tick this box.
- 12. The respective receipt of the article is immediately saved for label printing with the help of this

tick. Please remove the tick if you do not want labels.

- 13. The information on the purchase price, the sales price and the identifier, order number and barcode are updated automatically.
- 14. You can attach another document here, such as a scan of the original delivery note.

After selecting the desired article (7), press **Next**

Artikel-Eingang	×
Dieser Artikel:	<mark>⊘ <u>W</u>eiter</mark>
blogo 0115 BALL_Logobälle - Weiß - 3er Paces	X Abbruch

Now enter the number of goods purchased - in our example 40 units. The purchase price is copied from the article entries. If this changes, the new price should be entered here. The desired calculation of the price (new price, average or calculated) is defined in the article (Incoming button):

Lieferschein bearbeiten	×
Dieser Artikel blogo – 0115 - Logobälle - Weiß - 3er Pack	<u>OK</u> Abbruch
Anzahl 40,0 EK-Preis 1,30	
Kennung 101 VK-Preis 3,80	
Lieferanten-Bestell-Nummer: Alternativer Barcode:	
ergänzende Bemerkung:	

The delivery note is now entered, the goods receipt logo balls is booked in:

Lieferschein be	arbeiten (1026)				×
Datum: Lieferant: Information: Neuen Artikel Art-Nr. blogo 0115	05.08.11 acus Acushnet Rechnung 12567 hinzufügen Zahl EK 40,00 52,00	Nummer: Bezeichnung BALL_Logobälle - W	1026 ∳rerfasst eiß - 3er Pack		 <u>QK</u> <u>DruckenF8</u> <u>Ende</u>
Neuer Neuer Gelieferte Beim Speicher Ef	Summe 52,00 Artikel F9 O Be Artikel aus eine Artikel für Etikettendruck s m diese Informationen in o K-Preis TVK-Preis	earbeiten F7) r Bestellung kopierer speichern len Artikeln aktualisie Kennung, Best	K <u>Lö</u> schen ren: ellnummer, Barc	F5 F6	

Print delivery notes

You also have the option of printing delivery notes.

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Wählen Sie einer	Lieferschein zum	Bearbaitan aus:		
Wahlen Sie einer	Lieferschein zun	i Dealbeiteiri aus.		<u>O</u> Bearbeiten
Datum Lieferant	Nummer	Bemerkung		
22.12.06 Amer Sports GmbH, H.	581	RE NR: 4503368720		
31.12.06 Titec	582	RE NR: 587 1309		Drucken E8
01.01.07 ILLER Pharma GmbH	584	RE NR: 22016		
01.01.07 Salomon Taylor Made	585	RE NR: 11205533		
01.01.07 Salomon Taylor Made	586	RE NR: 11205537		Ende
01.01.07 Salomon Taylor Made	587	RE NR: 11205535		
16.01.07 Acushnet GmbH, Herr	588	RE NR: 690890		
16.01.07 Silverlline	589	RE NR: 270210		
19.01.07 Silverlline	590	RE NR: 270251		
23.01.07 Albrecht Golf Verlag	591	RE NR: 180591		
29.01.07 HAAS Handelsvertret.	592	RE NR: 1001001		
29.01.07 Albrecht Golf Verlag	593	RE NR: 180725		
24.01.07 Salomon Taylor Made	594	RE NR: 11205979		
31.01.07 Salomon Taylor Made	595	RE NR: 11520214		
31.01.07 Golfstore Group AB	596	RE NR: 266684		
01.02.07 NIKE GOLF, Peter Sp.	597	RE NR: 6221108285		
31.01.07 Salomon Taylor Made	598	RE NR: 310107		
01.02.07 HAAS Handelsvertret.	599	RE NR: 1002028		
02.02.07 Amer Sports GmbH, H.	600	RE NR: 4503561771		
03.03.07 Bogner GmbH & Co.KG	602	RE NR:		
20.02.07 good leg shoes GmbH	603	RE NR 10121		
23.02.07 Amer Sports GmbH, H.	604	RE NR: 4503599546		
08.02.07 Amer Sports GmbH, H.	605	RE NR: 4503571274		
21.02.07 Amer Sports GmbH, H.	606	RE NR: 4503593860		
01.06.11 Mizuno, Timo Muster.	1017	RG 266666	×	
03.08.11 Mizuno, Timo Muster.	1022	Rg Nr. 12345		
03.08.11 Brax, Gundula Muste.	1023	12675	 ✓ □ 	
>>> Neuen Lieferschein erfassen <<<			-	

The following window opens:

Lieferungs-Liste		×
1	liste der Lieferungen	Drucken F8
Zeitraum: von: bis:	01.08.11 0:00:00 Uhr 05.08.11 24:00:00 Uhr	
Nur Lieferant:	2	
Nur Lieferschein:	3	
🔽 Jeder Lieferant	aufeigene Seite 🛛 👩	
🔽 Jeder Liefersch	ein auf eigene Seite	
🔲 Chronologisch j	eden Lieferschein einzeln drucken	
Nur Lieferunger	n auf Farb-/Grössen-Hauptartikel	

- 1. Determine the period of the deliveries.
- 2. Select the relevant supplier using the list button on the right.
- 3. If you only want to print a specific delivery note, enter the delivery note number here.
- 4. Both checkboxes are automatically set here, one supplier and one delivery note are printed per

Lie	eferun	<u>gen</u>							
Brax, Gundula Mu	isterfrau	01633 Zahlungs-Bed.							
Lieferschein 10	123			2	3	4	5	6	7
Pos Datum Art	ikel-Nr. Grupp	e Text	Zahl	EK-Einzel	EK-Total	VK-Einzel	VK-Total M	arge A	utsl
1 03.08.11 blo	go 0115 BALL	Logobälle - Weiß - 3er Pa	10,0	1,30	13,00	3,80	38,00	59,3 1	32,3

- 1. the product group of the article
- 2. the purchase price per item
- 3. the total purchase price for the number of items supplied
- 4. the sales price per item
- 5. the total sales price for the number of items delivered
- 6. the percentage margin
- 7. the percentage mark-up

The list of goods receipts also helps you to obtain an overview of your goods receipt postings. (see Goods receipt list).